

**Space Family Education, Inc.
Board of Director's General Meeting**

Thursday, May 20, 2010

Safety Report

Close Calls

None

Accident/Illness Report

Child fell on back patio, had 2 stitches at doctor's office, back to school the next day feeling ok.
Stay alert, don't get hurt campaign – Georgia won \$20 drawing.

Director's Report

Staffing

Ms. Kathy is going to be a sub instead of full time next year.
Hired one new sub – Ms. Brianna
Need to hire for 2 full time spots next year.

Operations

CSC coming to fix dryer ring.

Facility

Looking into removing red playground module and red shed and leveling holes.
Moving nursing room to laminating room and Amanda's office to nursing room.
Started digging for geothermal HVAC system.

Special Events

5/20 Summer Camp Open House
5/28 Multicultural Day
6/3 Graduation

Committees Report

Education Curriculum

Migration letters went out.

Fundraising

Newsletter & Webpage

Chris G is working on the Spring newsletter. Jen suggests we consider adding newsletter and webpage to the tasks for Amanda and Vanessa instead of using volunteers.

Room Reports

No room reports.

Board Members' Reports

Policies and Procedures (Nikki W.) Nikki needs Ed and Clint for signatures to complete SOP update. Will try to break out waitlist by room per new SOP in July.

Treasurer (Clinton B.) May looks ok. Need to make sure June is ok with respect to income/outflow.

Secretary (Ed F.) Sent out Annual Meeting announcement for June and call for BOD nominations and by-law changes.

Vice President (Jennifer M.) Can SFEI members who are not NASA employees or contractors run for BOD positions? This does not appear to be in the by-laws, but is stated on the nomination form. Jen will talk to Tammy G. about this.

President (Jay L.) Will talk to Brady about cel phones for directors and camera system and website support.

HR Rep. (Sylvia B.)

Member Walk-Ons: None

Future Topics:

Attendance:

BOD: Jen M, Nikki W, Jay L, Sylvia B

SFEI Staff: Diana R, Nicole D

Members: